

APPLY ONLINE INSTEAD!

Visit <https://pelslicensing.arkansas.gov/> complete your application and pay electronically! View the status of your application at any time!

PROFESSIONAL ENGINEER LICENSE BY EXAMINATION (PE-O) OR COMITY (PE-C) INSTRUCTIONS FOR PAPER APPLICATION

- Licensure Rules of the Board may be viewed in Article 8 of the Current Rules of Board on our Rules/Regs/Standards page of our website at <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx>.
 - Your application will only be considered if these instructions are followed and after all documents contained in this packet are received and verified by Board staff. Applications needing Board action may take a couple of months before they are acted upon as they will be placed on the agenda of the next Board meeting. Meetings are held in January, March, May, July, September, and November.
 - If you so desire, overnight packets can be sent to PELS Board 623 Woodlane Dr., Little Rock, AR 72201, (501)682-2824.
 - **It is your responsibility to complete your portion of the forms listed below and where applicable, forward to the appropriate parties.**
1. **Application** – 5 pages (must be typed), 3 pg application, College Verification Request, Board Verification Request,
 2. **Verification** – College/Education – Submit one for each degree, including any courses/degrees beyond that, you'd like considered as part of your qualifications. (*Council Record)
 3. **Verification** – Board Exam(s) – Each must be verified by the Board(s), where the exam was passed. (*Council Record)
 4. **References** – Five (5) are required that are less than one year old, and typed or printed with a ball-point pen. Three (3) must be from Professional Engineers, licensed and in good standing in any state or jurisdiction, who are familiar with your work (not relatives or members of this Board). (*Council Record)
 5. **Work Experience** – The Members are not familiar with your work and can only judge and evaluate your qualifications within an engagement based upon the information you provide. Start your experience at age 18 or high school graduation. Summarize the skills and knowledge used, being as concise, detailed and complete as possible. ***NOTE ALL TIME SINCE AGE 18 OR HIGH SCHOOL, INCLUDING COLLEGE AND NON-ENGINEERING RELATED EXPERIENCE, MUST BE INCLUDED.***
 6. **Fees** – Submit payment (cashiers/personal/company check or Money Order) with your application and make payable to PELS Fund. ***Note all payments are Non-Refundable unless waived by Board action.***

Comity Applicants (based upon another State's license)

- In addition to the above items, Notice to All Applicants for Reinstatement of Comity licensure
- **Fee** - Application TOTAL \$200.00
- ***Council Record holders** – ask NCEES (800-250-3196) to transmit your Record to Arkansas then disregard:
 - Verification Forms for Education (College) and Exams (FE & PE)
 - Experience Sheets
 - References **IF** they're dated within the year just previous of your Arkansas application date (call NCEES to verify).

Original Applicants (by exam)

- **Fees** – both fees (application \$75 and exam \$180.00) must accompany the application. TOTAL \$255.00
- **Examinations** – Are offered in APRIL and OCTOBER:
 - **IMPORTANT:** Any application completed AFTER the following deadlines will be retained until the next testing date.
 - APRIL – your application must be in the Board's Office AND complete by JANUARY 1st.
 - OCTOBER – your application must be in the Board's Office AND complete by JULY 1st. OCTOBER – your application must be in the Board's Office AND complete by JULY 1st.

Reinstatement Applicants

- **Requirements** – Vary depending upon Non-Renewal date. Send an email (include your license number) to pelsboard@arkansas.gov and instructions based upon your situation will be sent to you. If you need to reapply,
- **Experience Record** – Must cover the period from original application date to present (request date when requesting instructions).
- **Disregard** – Verification forms for Education (College) and Exams (FE & PE)